

Administrative Secretary – Engineering Services - Under general supervision of the Senior Administrative Assistant, provides secretarial and administrative office support to Engineering Services. Knowledge of general office business practices and procedures for area of assignment. Knowledge of customer service and public relations practices and procedures. Knowledge of computers and related equipment, hardware and software specific to area of assignment. Knowledge of City and department policies and procedures. Skill in effective oral and written communications. Skill in planning, coordinating, scheduling and preparing for meetings and appointments. Skill in effectively handling multiple tasks and projects. Skill in resolving customer complaints and concerns. High School Diploma or G.E.D., **and** (5) years secretarial experience; **or** equivalent combination of education and experience. Must pass a pre-employment drug screening, background check and MVR check. May be required to possess State of Texas Drivers License according to area of assignment. **Salary \$12.79/hour + Benefits Position subject to close without notice. EOE**